

*****ATTACHMENTS*****

**Minutes
Mead Public Library
Finance Committee Meeting
Thursday, May 23, 2019
3:00 p.m.**

The meeting of the Mead Public Library (MPL) Finance Committee was held on Thursday, May 23, 2019 in the Loft. Present Committee Members: MPL Board President Maeve Quinn; acting chair, and Alderperson Mary Lynne Donohue. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, and Administrative Assistant Sydney Mehn.

1. OPENING OF MEETING

- 1.1. CALL TO ORDER AND DETERMINATION OF QUORUM: Quinn called the meeting to order at 3:02 p.m. and determined there was a quorum present.
- 1.2. APPROVAL OF MINUTES. Donohue **moved** to approve the minutes from the March 21, 2019 meeting. Quinn **seconded**. The motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- 2.1. REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS). Donohue **moved** to recommend to the full Board of Trustees to accept payment of current expenditures, including payroll, recurring expenditures, and special revenues including grants, gifts and donations. Quinn **seconded** the motion. The motion **passed**.
- 2.2. RECEIVE 2018 BUDGET STATUS REPORT FOR EOY. DeAmico reported on the end of year budget, noting that the library was at 104.11%, however the sick leave removal will change that number.
- 2.3. RECEIVE 2019 BUDGET STATUS REPORT TO DATE. DeAmico reported on the 2019 budget status, which was found to be in good order. It was noted that the budget should be reviewed quarterly, not necessarily monthly. Quinn will recommend this suggestion to the new chair.

3. ITEMS FOR DISCUSSION

- 3.1. 2020 PERSONNEL WAGE INCREASE – DISCUSSION ONLY. Erickson reported that the wage increase would be at 2% for 2020.
- 3.2. 2020 BUDGET – DISCUSSION ONLY. DeAmico discussed the budget approval timing, noting that she needed to get it in a week before it is due, thus the possible approval of the 2020 budget for the June finance meeting. Quinn posed a question regarding the 12-18% materials goal for libraries, and wondered what we were at. DeAmico will pull these numbers for the next meeting.

4. ITEMS FOR FUTURE DISCUSSION

- 4.1. 2020 BUDGET AND POSSIBLE APPROVAL AT JUNE 27, 2019 FINANCE COMMITTEE MEETING.

5. UPCOMING MEETINGS

- 5.1. ESTABLISH TIME AND DATE FOR NEXT MEETING. June 27, 2019 @ 3:00 p.m.

6. ADJOURN

6.1. MOTION TO ADJOURN Donohue **moved** to adjourn the meeting, Quinn **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 3:29 p.m.

Generated by Sydney Mehn on Tuesday, May 28, 2019

MEAD PUBLIC LIBRARY - 2019 FINANCIAL REPORT

September 201

Account Balances as of:

September 24, 2019

9:24 AM

ACCT	DESCRIPTION	P/Y APPROP - CURRENT YEAR ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<u>ADMINISTRATIVE SERVICES</u>						
510110	FULL TIME SALARIES - REG		299,126.00	159,916.72	139,209.28	53.46
	SUB TOTAL		299,126.00	159,916.72	139,209.28	53.46
510310	FICA		18,546.00	9,971.23	8,574.77	53.76
510311	MEDICARE		4,337.00	2,331.79	2,005.21	53.77
510320	WI RETIREMENT FUND		19,593.00	10,474.56	9,118.44	53.46
510340	HEALTH INSURANCE		35,087.00	19,077.96	16,009.04	54.37
510350	DENTAL INSURANCE		3,589.00	3,357.15	231.85	93.54
510351	UNFUNDED PENSION LIABILITY		29,650.00	19,766.64	9,883.36	66.67
510360	LIFE INSURANCE		720.00	284.46	435.54	39.51
510400	WORKERS COMP		139.00	92.64	46.36	66.65
510410	UNEMPLOYMENT		0.00		0.00	
	SUB TOTAL	0.00	111,661.00	65,356.43	46,304.57	58.53
521100	BANKING FEES		1,200.00	1,003.66	196.34	83.64
521110	FINANCIAL SERVICE FEES		3,900.00		3,900.00	0.00
521400	ADVERTISING & MARKETING	3,685.00	9,400.00	4,157.12	1,557.88	83.43
521900	CONTRACTED SERVICES		22,720.00	125,549.10	-195,529.10	960.60
	SUB TOTAL	3,685.00	37,220.00	130,709.88	-189,874.88	610.14
525155	PROFESSIONAL DEVELOPMENT		6,000.00	1,507.07	4,492.93	25.12
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,378.45	621.55	94.35
	SUB TOTAL	0.00	17,000.00	11,885.52	5,114.48	69.91
530100	OFFICE SUPPLIES		9,500.00	6,650.14	2,849.86	70.00
530130	POSTAGE & DELIVERY		4,500.00	2,716.12	1,783.88	60.36
	SUB TOTAL	0.00	14,000.00	9,366.26	4,633.74	66.90
538001	DONATION PURCHASES		2,000.00	997.40	-42,397.40	2219.87
539999	MISC EXP (LATE FEES)		100.00		100.00	0.00
	SUB TOTAL	0.00	2,100.00	997.40	-42,297.40	2114.16
540215	GEN PUB OFFICIAL		3,000.00	0.00	3,000.00	0.00
	SUB TOTAL	0.00	3,000.00	0.00	3,000.00	0.00
590255	PARKING/SPECIAL ASSESSMENT		4,050.00		4,050.00	0.00
	SUB TOTAL	0.00	4,050.00	0.00	4,050.00	
ADMINISTRATIVE COST CENTER TOTAL		3,685.00	488,157.00	378,232.21	-29,860.21	77.48

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ACCT	DESCRIPTION					
<u>PUBLIC SERVICES</u>						
ACCT	DESCRIPTION	R ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		895,235.00	478,388.31	416,846.69	53.44
	SUB TOTAL		895,235.00	478,388.31	416,846.69	53.44
510310	FICA		55,505.00	28,821.97	26,683.03	51.93
510311	MEDICARE		12,980.00	6,740.78	6,239.22	51.93
510320	WI RETIREMENT FUND		56,395.00	30,166.50	26,228.50	53.49
510340	HEALTH INSURANCE		160,095.00	86,812.74	73,282.26	54.23
510350	DENTAL INSURANCE		9,597.00	4,934.38	4,662.62	51.42
510360	LIFE INSURANCE		1,330.00	394.48	935.52	29.66
510400	WORKERS COMP		416.00	277.36	138.64	66.67
	SUB TOTAL	0.00	296,318.00	158,148.21	138,169.79	53.37
521800	PROGRAM SERVICES		10,000.00	6,143.35	3,856.65	61.43
521900	CONTRACTED SERVICES		30,375.00	25,100.84	5,274.16	82.64
525155	PROFESSIONAL DEVELOPMENT		7,000.00	2,331.93	4,668.07	33.31
530205	DISPLAYS		1,100.00	144.99	955.01	13.18
538001	DONATION PURCHASES		64,000.00	93,369.03	-29,369.03	145.89
	SUB TOTAL	0.00	112,475.00	127,090.14	-14,615.14	112.99
538002	MATERIALS - ALL CATAGORIES	0.00	364,234.00	219,219.89	145,014.11	60.19
538100	OTHER CONTENT	0.00	68,450.00	51,210.51	17,239.49	74.81
649200	EQUIPMENT REPLACEMENT	0.00	6,000.00	5,991.02	8.98	99.85
	SUB TOTAL	0.00	438,684.00	276,421.42	162,262.58	63.01
538000	TOTAL MATRL'S ACCTS	0.00	551,159.00	403,511.56	147,647.44	73.21
PUBLIC SERVICE COST CENTER TOTAL		0.00	1,742,712.00	1,040,048.08	702,663.92	59.68

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		P/Y APPROP - CURRENT YEAR				
ACCT	DESCRIPTION	ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
<u>SUPPORT SERVICES</u>						
ACCT	DESCRIPTION	R ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		578,809.00	305,094.70	273,714.30	52.71
	SUB TOTAL	0.00	578,809.00	305,094.70	273,714.30	52.71
510310	FICA	0.00	35,886.00	17,945.33	17,940.67	50.01
510311	MEDICARE		8,392.00	4,196.57	4,195.43	50.01
510320	WI RETIREMENT FUND	0.00	27,836.00	16,319.02	11,516.98	58.63
510340	HEALTH INSURANCE		138,810.00	70,711.08	68,098.92	50.94
510350	DENTAL INSURANCE		7,874.00	5,038.73	2,835.27	63.99
510360	LIFE INSURANCE		1,230.00	306.52	923.48	24.92
510400	WORKERS COMP		269.00	179.36	89.64	66.68
	SUB TOTAL	0.00	220,297.00	114,696.61	105,600.39	52.06
	SUB TOTAL	0.00	799,106.00	419,791.31	379,314.69	52.53
521900	CONTRACTED SERVICES		48,813.00	62,983.45	12,300.00	129.03
523122	SOFTWARE MAINTENANCE	0.00	30,000.00	14,791.85	15,208.15	49.31
524110	BUILDING EXTERIOR MAINT	0.00	20,000.00	24,972.25	-4,972.25	124.86
524124	HVAC MAINT & BOILER INS	0.00	3,000.00	5,756.53	-2,756.53	191.88
524126	ELEVATOR MAINTENANCE	0.00	1,000.00	1,377.80	-377.80	137.78
	SUB TOTAL	0.00	102,813.00	109,881.88	-7,068.88	106.88
525100	ELECTRICITY	0.00	94,000.00	71,647.31	22,352.69	76.22
525105	WATER	0.00	1,400.00	1,001.40	398.60	71.53
525110	SEWER	0.00	1,400.00	1,075.19	324.81	76.80
525120	TELEPHONE	0.00	4,000.00	515.69	3,484.31	12.89
525140	GAS - UTILITY	0.00	33,000.00	16,826.74	16,173.26	50.99
525155	PROFESSIONAL DEVELOPMENT	0.00	400.00	93.00	307.00	23.25
	SUB TOTAL	0.00	134,200.00	91,159.33	43,040.67	67.93
530200	PROG SUPP (CAT & CIRC SUPPLIES)	0.00	12,076.00	7,882.29	4,193.71	65.27
530222	JANITORIAL SUPPLIES		5,000.00	7,099.33	-2,099.33	141.99
	SUB TOTAL	0.00	17,076.00	14,981.62	2,094.38	87.73
530255	TOOLS & SMALL EQUIPMENT	0.00	150.00	101.40	48.60	67.60
	SUB TOTAL	0.00	150.00	101.40	48.60	67.60
540200	INSURANCE (FIRE)	0.00	10,000.00	763.97	9,236.03	7.64
	SUB TOTAL	0.00	10,000.00	763.97	9,236.03	7.64
642200	IT EQUIPMENT	1,380.00	19,500.00	14,619.24	3,500.76	82.05
	SUB TOTAL	1,380.00	19,500.00	14,619.24	3,500.76	82.05
SUPPORT SERVICES COST CENTER TOTAL		1,380.00	1,082,845.00	651,298.75	430,166.25	60.15
LIBRARY TOTAL		141,165.00	3,313,714.00	2,069,579.04	1,102,969.96	62.45

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ACCT	DESCRIPTION	ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
APPROPRIATIONS AND EXPENDITURES BY COST CENTER						
ACCOUNT	DESCRIPTION	ENCMB 15	APPROP 19	SPENT 19	BALANCE 19	% SPENT
25551100	ADMINISTRATION	139,785.00	488,157.00	378,232.21	-29,860.21	77.48
25551110	PUBLIC SERVICES	0.00	1,742,712.00	1,040,048.08	702,663.92	59.68
25551150	SUPPORT SERVICES	1,380.00	1,082,845.00	651,298.75	430,166.25	60.15
	FUND EQUITY INCREASE					
	Total All Cost Centers	141,165.00	3,313,714.00	2,069,579.04	1,102,969.96	62.45
REVENUES APPROPRIATIONS AND RECEIPTS						
ACCT	DESCRIPTION	APPROP 19 RECEIVED 15		BALANCE 19	% REC	
411100	REAL ESTATE TAXES	2,399,321.00	2,399,321.00	0.00	100.00	
431709	MONARCH SHEBOYGAN COUNTY	639,728.00	639,257.82	-470.18	99.93	
431710	MONARCH OZAUKEE COUNTY	10,459.00	12,966.83	2,507.83	123.98	
431711	MONARCH RESOURCE	100,000.00	100,000.00	0.00	100.00	
431712	MONARCH - ADJACENT COUNTIES	36,406.00	34,842.23	-1,563.77	95.70	
431722	MONARCH - LSTA GRANT	0.00	0.00	0.00		
434211	STATE GRANT	0.00	0.00	0.00		
447606	PHOTOCOPIES	10,000.00	3,676.82	-6,323.18	36.77	
447636	LATE BOOK CHARGES	30,000.00	12,717.36	-17,282.64	42.39	
447641	LOST BOOKS	6,500.00	1,881.34	-4,618.66	28.94	
447699	MISCELLANEOUS	0.00	121.98	121.98		
449901	VENDING COMMISSIONS	1,300.00	814.92	-485.08	62.69	
467101	CONTRIBUTIONS	80,000.00	115,058.75	35,058.75	143.82	
469101	SALE OF EQUIPMENT	0.00	0.00	0.00		
469501	CASH OVER/SHORT	0.00	0.00	0.00	100.00	
	Total Revenues	3,313,714.00	3,320,659.05	6,945.05	100.21	

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		P/Y APPROP -				
		CURRENT YEAR				
ACCT	DESCRIPTION	ENCUMBERED	APPROP 19	SPENT 19	BALANCE 19	% SPENT
MEAD PUBLIC LIBRARY BALANCE OF 2019 COMBINED ACCOUNTS						
	DESCRIPTION		APPROP 19	SPENT 19	BALANCE 19	% SPENT
510110	FULL TIME SALARIES - REG		1,773,170.00	943,399.73	829,770.27	53.20
510310	FICA		109,937.00	56,738.53	53,198.47	51.61
510311	MEDICARE		25,709.00	13,269.14	12,439.86	51.61
510320	WI RETIREMENT FUND		103,824.00	56,960.08	46,863.92	54.86
510340	HEALTH INSURANCE		333,992.00	176,601.78	157,390.22	52.88
510350	DENTAL INSURANCE		21,060.00	13,330.26	7,729.74	63.30
510351	UNFUNDED PENSION LIABILITY		29,650.00	19,766.64	9,883.36	66.67
510360	LIFE INSURANCE		3,280.00	985.46	2,294.54	30.04
510400	WORKERS COMP		824.00	549.36	274.64	66.67
510410	UNEMPLOYMENT		0.00	0.00	0.00	
521100	BANKING FEES		1,200.00	1,003.66	196.34	83.64
521110	FINANCIAL SERVICES FEES		3,900.00	0.00	3,900.00	0.00
521400	ADVERTISING & MARKETING		9,400.00	4,157.12	5,242.88	44.22
521800	PROGRAM SERVICES		10,000.00	6,143.35	3,856.65	61.43
521900	CONTRACTED SERVICES		101,908.00	213,633.39	-111,725.39	209.63
523122	SOFTWARE MAINTENANCE		30,000.00	14,791.85	15,208.15	49.31
524110	BUILDING EXT MAINT		20,000.00	24,972.25	-4,972.25	124.86
524124	HVAC MAINT + BOILER INS		3,000.00	5,756.53	-2,756.53	191.88
524126	ELEVATOR MAINTENANCE		1,000.00	1,377.80	-377.80	137.78
525100	ELECTRICITY		94,000.00	71,647.31	22,352.69	76.22
525105	WATER		1,400.00	1,001.40	398.60	71.53
525110	SEWER		1,400.00	1,075.19	324.81	76.80
525120	TELEPHONE		4,000.00	515.69	3,484.31	12.89
525140	GAS - UTILITY		33,000.00	16,826.74	16,173.26	50.99
525155	PROFESSIONAL DEVELOPMENT		13,400.00	3,932.00	9,468.00	29.34
527100	STAFF PARKING - CAR ALLOWANCE		11,000.00	10,378.45	621.55	94.35
530100	OFFICE SUPPLIES	0.00	9,500.00	6,650.14	2,849.86	70.00
530130	POSTAGE AND DELIVERY		4,500.00	2,716.12	1,783.88	60.36
530200	PROG SUPP (CAT & CIRC SUPPLIES)		12,076.00	7,882.29	4,193.71	65.27
530205	DISPLAYS		1,100.00	144.99	955.01	13.18
530222	JANITORIAL SUPPLIES/SERVICES		5,000.00	7,099.33	-2,099.33	141.99
530255	TOOLS & SMALL EQUIPMENT		150.00	101.40	48.60	67.60
538001	DONATION PURCHASES		66,000.00	94,366.43	-28,366.43	142.98
538002	ADULT PRINT		364,234.00	219,219.89	145,014.11	60.19
538100	OTHER CONTENT		68,450.00	51,210.51	17,239.49	74.81
539999	MISC EXP (LATE FEES)		100.00	0.00	100.00	0.00
540200	INSURANCE (FIRE)		10,000.00	763.97	9,236.03	7.64
540215	GEN PUB OFFICIAL		3,000.00	0.00	3,000.00	0.00
590255	PARKING (SPECIAL) ASSESSMENT		4,050.00	0.00	4,050.00	0.00
642200	IT EQUIPMENT		19,500.00	14,619.24	4,880.76	74.97
649200	EQUIPMENT REPLACEMENT		6,000.00	5,991.02	8.98	99.85
	TOTAL MEAD PUBLIC LIBRARY EXPEI	141,165.00	3,313,714.00	2,069,579.04	1,102,969.96	62.45